

Lewis Center for Educational Research

**AR 7330: FACILITIES
 USE OF LEWIS CENTER FACILITIES**

Adopted: June 9, 2005 Revised: September 11, 2017

Process for Using Lewis Center for Educational Research (LCER) Facilities

- Any group, person or organization desiring to use LCER facilities shall file an Application for Use of Facilities with the President/CEO Office.
- A copy of BP 7330 will be given to applicant with the application.
- The application is to be filled out with the room/location of the activity, date, hours, nature of activity, and organization information.
- An application shall be submitted not less than four calendar weeks prior to the day of the activity, at which time fees shall be determined. Applicant shall pay estimated costs, if any, no later than two weeks prior to the day of the activity. Alternative arrangements may be made with the President/CEO Office (i.e. P.O. or Invoice).
- President/CEO Office will determine if space and staffing is available on the date(s) requested and approve or disapprove application. Applications are approved or disapproved at the discretion of the President/CEO. Applications may be denied for any reason.
- If application is approved, an Event Request Event Form is to be filled out by the President/CEO Office, who will put the event on the LCER website calendar and forward a copy to Facilities.
- If application is approved, applicant must submit proof of insurance in the amount of \$1,000,000 naming the Lewis Center for Educational Research as an additional insured before the event.
- The LCER will charge an On Site Staff Fee of \$30.00 per hour for all activities, unless otherwise authorized. Activities are not to be held at the facilities unless LCER staff is on-site.
- No keys are to be given to anyone other than LCER employees or designated personnel established through an approved Contract, MOU or Joint Use Agreement.